

**Chesterfield County, Virginia
Revitalization Office**

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Carl Schlautt, AICP
Revitalization Manager

Memo To: Capital Construction Goals and Accountability Committee

Memo From: Carl Schlautt, Revitalization Manager

Date: January 20, 2016

Subject: Communications Plan For School Revitalization Meetings

On November 17, 2015, the Committee discussed ideas for improving public notification for school revitalization community meetings. The attached information provides a comprehensive outreach strategy to encourage attendance at our community meetings. This process expands on information provided to the Committee at the November meeting, and addresses Committee ideas and suggestions as follows:

Committee Ideas	Recommended Response
Reach out to the business community.	Distribute flyers to area businesses. E-mail blast to business organizations.
Notify feeder schools as well as the school where a project is proposed.	Conduct e-mail and phone blasts to student parents of affected and feeder schools. Post flyers at schools.
Notify developers at quarterly developers meetings.	Direct announcement at quarterly developers meeting and/or e-mail to contact list.
Ask Chesterfield Chamber to notify their members.	Notify business organizations, including the Chamber, so they can inform their membership.
Conduct direct mailing to residents in attendance zones of the renovations.	Conduct direct mailing and e-mail blast to Board of Supervisors constituent lists, for districts located within one mile of affected school.
Verbally invite principals of the school where the project is occurring, as well as feeder schools, so that they can encourage support at sports events, PTA meetings, etc.	Provide verbal invitation to principals of affected school and feeder schools. Provide announcements at school sporting events of affected and feeder schools. Provide e-mail invitation to PTAs of affected and feeder schools.
Notify the appropriate Board of Supervisors constituents' mailing lists.	Postcard and e-mail notification to constituents of magisterial districts located within one mile of affected school.
Provide neighborhood presentations.	Provide presentations to civic and homeowner associations.
Notify houses of worship/clergy groups.	Provide e-mail notification to faith community contact list.

Process for Community Meetings and Reporting

The following sequence of meetings and reporting is suggested for school-based revitalization projects. [Note: the following recommendations simplify the community meeting process by combining project overview and interactive workshop functions into a single meeting].

County / Schools Initial Project Review

- *Purpose:* Begin coordination and planning for the school rehabilitation projects and companion county projects for area revitalization. Develop rough conceptual plans for public review.
- *Participants:* Schools and various county departments.
- *Publicity:* N/A.
- *Timeframe:* After site selection process and prior to community meetings.
- *Reporting:* Project status briefing to the Capital Construction Goals and Accountability Committee (CCGAC).

Community Meeting 1: Overview Presentation and Interactive Workshop

- *Purpose:*
 1. Present a conceptual overview of the proposed school rehabilitation project and potential county revitalization projects in the vicinity of the school site.
 2. Citizen engagement, to solicit initial public feedback for purposes of project refinement, through informal interactive discussions about the proposed school rehabilitation project and potential county revitalization projects in the vicinity of the school site. Schools and county staff provide informational tables. Citizens may come, go, and participate based on their preferences.
 3. Develop a list of FAQs for public informational purposes.
- *Participants:* Citizens, schools, and various county departments.
- *Publicity:* Beginning four weeks prior to meeting, per attached publicity plan.
- *Timeframe:* After conceptual plan development.
- *Reporting:* Project status briefing to the CCGAC. Briefing to include summary notes of meeting and citizen attendance. Post FAQs on county web site.

Community Meeting 2: Report Back Session

- *Purpose:*
 1. Report back to community about how community input is addressed.
 2. Showcase final design plans.
- *Participants:* Citizens, schools, and various county departments.
- *Publicity:* Beginning four weeks prior to meeting, per attached publicity plan.
- *Timeframe:* After site plan approval and prior to construction.
- *Reporting:* Project status briefing to the CCGAC. Briefing to include summary notes of meeting and citizen attendance.

Additional Community Meetings (as needed)

- *Purpose:* TBD. Citizen engagement based on community feedback and project factors.
- *Participants:* TBD. May include community organizations, PTAs, etc.
- *Publicity:* TBD, based on project needs and groups involved.
- *Timeframe:* After community workshop and prior to site plan submittal.
- *Reporting:* Project status briefing to the CCGAC.

Reporting and Coordination: Role of Revitalization Manager

The Revitalization Manager will be responsible to coordinate and lead the public engagement process for school revitalization, supported by CCPS and county staff. This shall include:

- *Community Meeting Coordination:*
 - a. Initiate timing of community meetings, in consultation with CCPS and county.
 - b. Coordinate public notification of community meetings and events related to school revitalization, in consultation with CCPS Public Affairs and County Communications and Media Department.
 - c. Inform Board of Supervisors of scheduled events, through the Clerk to the Board's office.
 - d. Inform the Planning Commission, through the Clerk to the Commission.
 - e. Inform the CCGAC.
- *Reporting:* Assemble, review, translate, and report on community input, for the CCGAC, CCPS, and county staff.

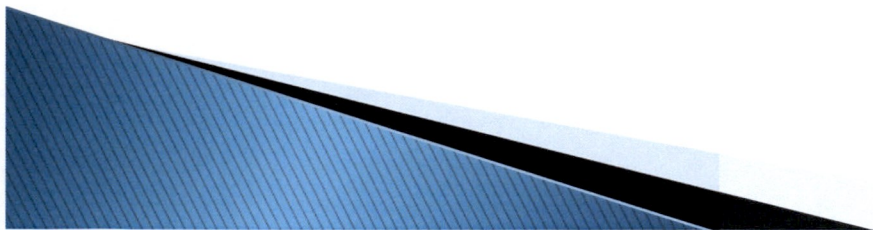


School CIP Update

CCGAAC Meeting
January 20, 2016

Topics for Discussion

- County Web Site – Sheryl Bailey and Bill Dupler
- ▶ Schedules – Nita Joseph
 - Providence Middle School
 - Manchester Middle School
 - Enon Elementary School
 - Beulah Elementary School
 - Matoaca Elementary School
- ▶ Monacan Construction Progress – John Brooks



Providence Middle School Renovation

January 20, 2016

MAJOR Milestone
Completion Dates

<ul style="list-style-type: none"> 1. Site location - N/A 2. Land acquisition - N/A 3. Site Approval - N/A 4. Selection of A&E - Complete 	Pre Design	March 2014
<ul style="list-style-type: none"> 5. Stakeholder engagement - Complete 6. Schematics - Complete 7. Stakeholder engagement - In progress 8. Design Development - Complete 	Design	February 2016
<ul style="list-style-type: none"> 9. Construction documents - In progress 10. Site plan approval – In Progress 11. Construction document approval – In Progress 		
<ul style="list-style-type: none"> 12. Bid solicitation 13. Award of Contract 	Bid	March 2016
<ul style="list-style-type: none"> 14. Contractor submittals 15. Modified stakeholder engagement 16. Construction updates 17. Substantial and final completion reports 18. Final close out report 	Construction	<p>Final Completion January 2019</p> <p>Final Close-Out April 2019</p>

**** Kitchen Phase complete Jan. 2019,
Teachers move-in July 2018**

Move-in January 2019 (FY19)**
Original Date July 2018 (FY19)

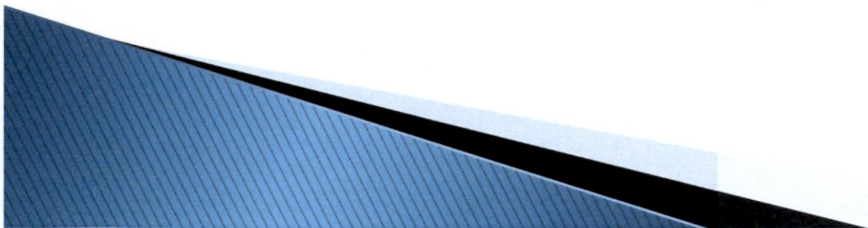
Providence Middle School Renovation

Recommendations Requested:

None at this time

Update:

1. Overall order of the project
2. Stakeholder meeting
 - a. Scheduled for February 3rd
 - b. Location: Providence Middle School
 - c. Time: 6:00 p.m. - 7:30 p.m.
3. Bid Update
 - Approval and review of all documents by Feb. 1
 - Bid - Feb 4th through March 3rd
 - Award of contract March 22nd



Manchester Middle School Renovation

January 20, 2016

MAJOR Milestone
Completion Dates

<ul style="list-style-type: none"> 1. Site location - N/A 2. Land acquisition - N/A 3. Site Approval - N/A 4. Selection of A&E - Complete 	Pre Design	June 2014
<ul style="list-style-type: none"> 5. Stakeholder engagement - Complete 6. Schematics - Complete 7. Stakeholder engagement - Complete 8. Design Development - Complete 9. Construction documents – In Progress 10. Site plan approval – In Progress 11. Construction document approval – In Progress 	Design	April 2016
<ul style="list-style-type: none"> 12. Bid solicitation 13. Award of Contract 	Bid	July 2016
<ul style="list-style-type: none"> 14. Contractor submittals 15. Modified stakeholder engagement 16. Construction updates 17. Substantial and final completion reports 18. Final close out report 	Construction	Final Completion December 2018 Final Close-Out March 2019

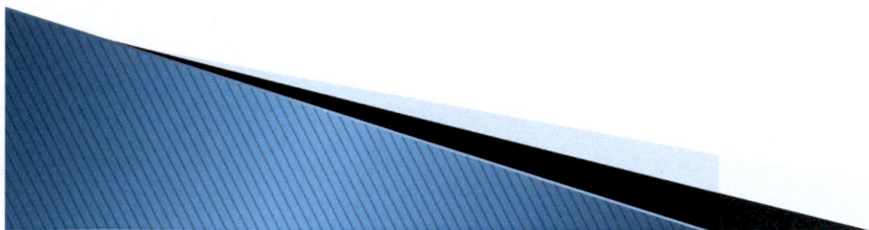
Move-in January 2019 (FY19)
Original Date December 2018 (FY19)

Manchester Middle School Renovation

Recommendations Requested:
None at this time

Update:

- ▶ Value engineering results to reduce cost:
 - Review with School Board January 26th in closed session
 - Update CCGAAC February 17
- ▶ Bid Update
 - Approval and review of all documents by April 30th
 - Bid – May 15th through June 15th
 - Award of contract July 1st



Enon Elementary School Replacement

January 20, 2016

MAJOR Milestone
Completion Dates

<ol style="list-style-type: none"> 1. Site location 2. Land acquisition 3. Site Approval 4. Selection of A&E 	Pre Design	October 2016
<ol style="list-style-type: none"> 5. Stakeholder engagement 6. Schematics 7. Stakeholder engagement 8. Design approval 9. Development of drawings and bid documents 10. Site plan approval 11. Approval of construction documents 	Design	October 2017
<ol style="list-style-type: none"> 12. Bid solicitation 13. Award of Contract 	Bid	January 2018
<ol style="list-style-type: none"> 14. Contractor submittals 15. Modified stakeholder engagement 16. Construction updates 17. Substantial and final completion reports 18. Final close out report 	Construction	Final Completion June 2019 Final Close-Out August 2019

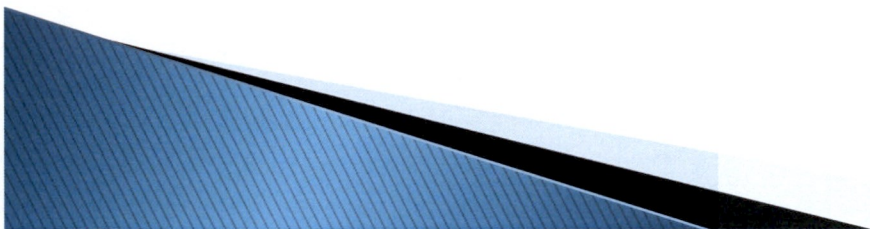
Move-in July 2019 (FY20)
Original Date July 2019 (FY20)

Enon Elementary School Replacement

Recommendations Requested:
None at this time

Updates:

- ▶ At this time it does not appear feasible to build on the existing site
- ▶ School Board will review options January 26th in closed session
- ▶ Discussion planned with CCGAAC February 17th



Beulah Elementary School Replacement

January 20, 2019

MAJOR Milestone
Completion Dates

1. Site location 2. Land acquisition 3. Site Approval 4. Selection of A&E	Pre Design	October 2016
5. Stakeholder engagement 6. Schematics 7. Stakeholder engagement 8. Design Development 9. Construction documents 10. Site plan approval 11. Construction document approval	Design	October 2017
12. Bid solicitation and award 13. Award of Contract	Bid	January 2018
14. Contractor submittals 15. Modified stakeholder engagement 16. Construction updates 17. Substantial and final completion reports 18. Final close out report	Construction	Final Completion June 2019 Final Close-Out August 2019

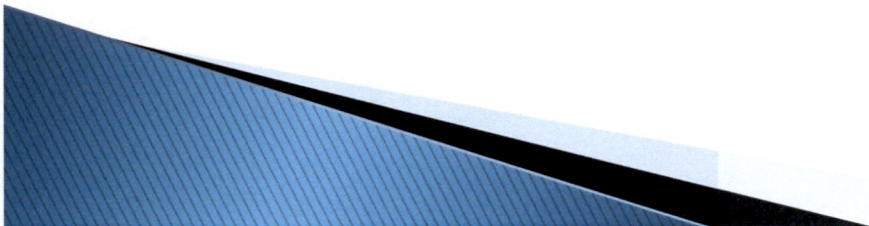
Move-in July 2019 (FY20)
Original Date July 2018 (FY19)

Beulah Elementary School Replacement

Recommendations Requested:
None at this time

Updates:

- ▶ Discussion with School Board will occur January 26 in closed session
- ▶ Update CCGAAC will occur February 17



Matoaca Elementary Replacement

January 20, 2016

MAJOR Milestone
Completion Dates

1. Site location 2. Land acquisition 3. Site Approval 4. Selection of A&E	Pre Design	October 2016
5. Stakeholder engagement 6. Schematics 7. Stakeholder engagement 8. Design Development 9. Construction documents 10. Site plan approval 11. Construction document approval	Design	October 2017
12. Bid solicitation and award 13. Award of Contract	Bid	January 2018
14. Contractor submittals 15. Modified stakeholder engagement 16. Construction updates 17. Substantial and final completion reports 18. Final close out report	Construction	Final Completion June 2019 Final Close-Out August 2019

****Schedule based on CIP presented
to CCGAAC 12/14/2015**

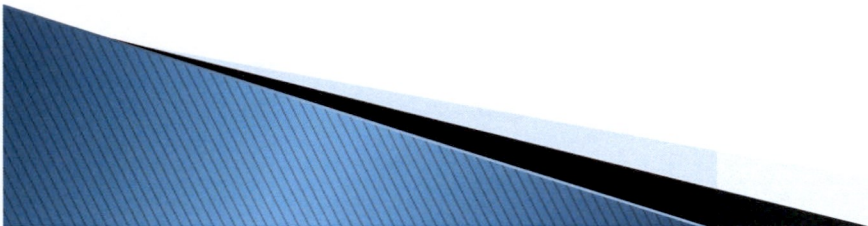
Move-in July 2019 (FY20)
Original Date July 2020 (FY21)**

Matoaca Elementary Replacement

Recommendations Requested:
None at this time

Updates:

- ▶ School Board discussion February 9 regarding:
 - Programming
 - Strategy moving forward
- ▶ Update CCGAAC March 2016 meeting



Monacan High School Renovations and Additions

Project Scope Overview

New Construction: 60% Renovation: 40%

Major project elements:

New space for Drama, Orchestra and Music Technology Room

New Gym, Fitness Room, and Team Rooms

Administrative and Guidance Counseling expansion

Tennis Courts replacement



Monacan High School Tennis Courts



Tennis courts completed mid-September 2015. Court lighting to be completed July 2016.



Monacan High School Gymnasium Addition

Exterior concrete block and floor slab complete;

Major site utilities “roughed-in”;

Roof steel set, roof decking to begin;
Work to be complete July 2016.





Monacan High School Admin. & Guidance

Exterior wall framing and floor slab complete;

Mech., Elect., and Plumb. "roughed-in"

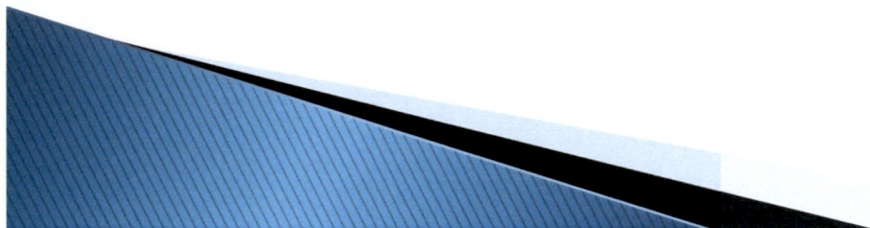
Roof insulation and membrane installed,
Work to be complete July 2016.



Schedule Summary

- ▶ Gym Completion - July
- ▶ Administration and Guidance – July
- ▶ Media Center, Gym Corridor, Performing Arts Classrooms – June to August

Students move in as scheduled in
September 2016



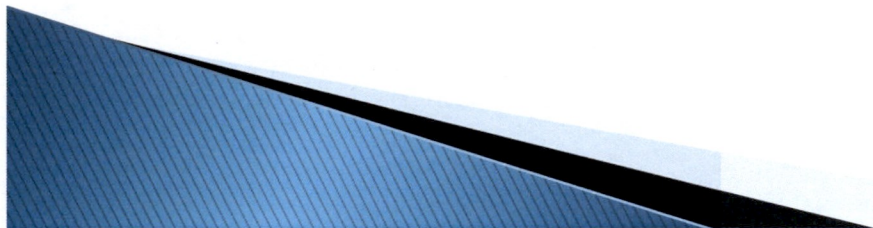
Financial Update

▶ Total Project	\$17,281,800
▶ Total Spent	\$ 5,988,255
▶ Construction Contract	\$14,372,250
▶ Total Paid	\$ 4,433,384*

5% Retainage withheld in each pay application and reflected in the total paid

Total change order value \$ 2,250 (0.02%)

- 2nd egress in Media Center per Building Official
- Exit signage and marked pathways per Building Official



» Q&A

